

**2002 WHITE HOUSE
CLOSING THE CIRCLE AWARDS
Instructions and Nomination Form**

The categories for the 2002 awards program are:

1. Waste/Pollution Prevention*
2. Recycling*
3. Affirmative Procurement
4. Environmental Preferability*
5. Model Facility Demonstrations*
6. Education and Outreach
7. Environmental Management Systems/Life Cycle Assessment/Environmental Cost Accounting

Individual Federal employees or teams/groups submitting nominations in any categories marked with asterisks should indicate whether the nomination applies to: material(s) that would normally be a solid non-hazardous waste under Subtitle D of the Resource Conservation and Recovery Act (RCRA); or a hazardous waste, toxic substance, or radioactive waste under Subtitle C of RCRA, the Toxic Substances Control Act (TSCA), and/or the Atomic Energy Act (AEA).

Each of the above categories recognizes efforts made by either an individual Federal employee ("individual award") or teams/groups of Federal employees (including teams consisting of Federal and contract employees) at government facilities ("team/project award"). Each category also will recognize "Military" and "Civilian" nominations with separate awards. Descriptions of the award categories are included below, and while not all inclusive, they will help to understand the criteria used to judge and evaluate the nominations for awards.

Closing the Circle Award Category Definitions

Waste/Pollution Prevention

This category recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution from a Federal facility through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal.

Recycling

This category recognizes outstanding activities, including outreach, collection, separation and processing by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than fuel for producing heat or power by combustion) at a Federal site, facility, or operation.

Affirmative Procurement

This category recognizes the most effective and innovative programs implemented for the purchase and use of products containing recovered materials at a Federal site, facility, or operation. This award focuses on, but is not limited to, those products designated in the Environmental Protection Agency Comprehensive Procurement Guidelines (CPG).

Environmental Preferability

This category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services.

Model Facility Demonstrations

This award recognizes achievements by an individual or team/group for outstanding contributions to waste prevention, recycling, affirmative procurement, and sustainable design through its leadership, investment in resources, operational practices, and change in culture. Notwithstanding the name "Model Facility," an individual who virtually single-handedly designed and executed the program submitted can be nominated in this category.

Education and Outreach

This category recognizes those individuals or teams/groups who have implemented outreach programs/projects or educational efforts designed to promote the goals and objectives of E.O. 13101 or E.O. 13148. The E.O. 13101 programs successfully acquaint the Federal community and the public sector of the environmental and economic benefits of recycling. In doing so, the programs provide tangible benefits to the recycling and "buy recycled" efforts at the facility and/or local community. The E.O.13148 programs promote the goals and objectives of this Executive Order, enhance facility-level environmental management systems or pollution prevention, and educate the Federal community and surrounding communities. The award also recognizes training of non-environmental program personnel in E.O. 13101 or E.O. 13148 goals and objectives.

Environmental Management Systems/Life Cycle Assessment/Environmental Cost Accounting

This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of Facility level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should also include a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision-making.

Nomination Checklist

A complete nomination package includes the following:

- Nomination Form (attached below);
- Abstract of Achievement (up to 250 words);
- Nomination Narrative (a total of no more than two 8 ½ x 11 sheets of paper (4 sides), *duplex-printed on recycled paper* containing at least 30 percent postconsumer material and, preferably, made without the use of chlorine for bleaching and deinking (process-chlorine free).
- Supporting Documentation (such as photographs, charts, newspaper articles, factsheets, etc.) and
- Head of Bureau or Office Memorandum of Nomination.

Please email(georgette_fogle@blm.gov) or FED-EX **six (6)** complete hard copies of your nomination package by **December 31** to:

Georgette A. Fogle
Protection & Response
Bureau of Land Management
1620 L Street, N.W. Suite 504
Washington, DC 20036

The Interior's Assistant Secretary for Policy, Management, and Budget will forward nominations that are selected for submission for this award to the Office of the Federal Environmental Executive. Nominations registered directly through the OFEE website will not be accepted.

NOMINATION FORM
2002 WHITE HOUSE CLOSING THE CIRCLE AWARDS

The White House Closing the Circle Award recognizes individual and team efforts across Federal government agencies that exemplify the intent of *Greening the Government* executive mandates.

Nominee Name: _____ **Bureau:** _____

Address: _____

E-mail: _____ **Phone/fax:** _____

Award Subject Areas (circle all applicable):

- | | |
|----------------------------------|----------------------------|
| • Waste/Pollution Prevention* | • Education and Outreach |
| • Recycling* | • Environmental Management |
| • Affirmative Procurement | Systems/Life Cycle |
| • Environmental Preferability* | Assessment/Environmental |
| • Model Facility Demonstrations* | Cost Accounting |

* For the above four categories, circle either: Non-hazardous waste Hazardous Waste

Name of project or action: _____

Date of project or action: _____

(Project or action must have been active in all or part of the last year, October 1, 2000 - September 30, 2001.)

Location of project or action: _____

Submitted by: _____

Address: _____

Email: _____ **Phone/fax:** _____

Six copies of each nomination package are due by December 31, 2001. Attach an Abstract of Achievement (no more than 250 words), Nomination Narrative (up to 2 pages printed double sided), and Supporting Documentation.